



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 377TH AIR BASE WING (AFMC)

17 November 1997

MEMORANDUM FOR MS JAMIE L. WELLES, CHAIR  
CITIZENS' ADVISORY BOARD  
2625 PENNSYLVANIA NE, SUITE 400  
ALBUQUERQUE NM 87110

FROM: 377 ABW/EMR  
2000 Wyoming Blvd SE, Ste D-6  
Kirtland AFB NM 87117-5659


SUBJECT: Combining Stakeholder Advisory Boards

1. I am writing to you to propose a means of combining the CAB with Kirtland AFB's RAB (BC/KAFB EWG) that I feel may be the easiest option acceptable to all parties involved. Since the goal is to achieve an optimum level of public involvement in our program with minimal impact on the existing structure and time requirements, this proposal offers little formality and a fast turn-around.
2. I would like for the members of the CAB to sign the RAB charter and become members of a new RAB. Our RAB charter would require a few minor modifications in order to "coexist" with the CAB and would require approval of the original BC/KAFB EWG members (whose groups are all represented on the CAB). Kirtland AFB would then attend monthly meetings and would supply agenda items for issues we request CAB/RAB input on or items requested of us by the RAB/CAB. We would be able to provide administrative support to the organization based on a jointly developed budget for anticipated work to support Kirtland AFB in each fiscal year. There may be meetings where no Kirtland AFB issues require discussion, and there will likely be meetings requiring significant discussion of Kirtland AFB issues.
3. I have included a copy of the existing BC/KAFB EWG charter as well as a version to be signed by the members of the CAB. I appreciate the effort and opinions expressed to date by CAB members regarding this issue. Please present this proposal to the full CAB and let me know where we need to go from here.





4. Please contact me at 846-0053 if you have any questions or need any additional information.

  
CHRISTOPHER B. DEWITT, RPG  
Chief, Restoration Branch  
Environmental Management Division

Attachments:

1. Original BC/KAFB EWG Charter
2. Amended Charter

cc:

HQ AFMC/CEVR (Mr. Sims)

EPA Region 6 (Ms. Morlock)

NMED-HRMB (Mssrs. Garcia and Pullen)

DOE/KAO (Mssrs. Lasker and Jackson)

SNL (Mr. Keener)

377 ABW/PA

# CHARTER OF THE KIRTLAND AFB RESTORATION ADVISORY BOARD

## I. NAME

This organization shall be known as the Bernalillo County/Kirtland AFB Restoration Advisory Board, hereafter referred to as the RAB.

## II. PURPOSE

The purpose of the RAB is to facilitate communication and coordination, and provide for review and comment among the United States Air Force (AF), the United States Environmental Protection Agency (EPA), the New Mexico Environment Department (NMED), designated city, county, and federal congressional representatives, and the community concerning environmental issues affecting the Bernalillo County area.

A primary purpose of the RAB shall be to address soil and or groundwater contamination on Kirtland Air Force Base (KAFB) and adjacent communities and any of its possible sources. The scope of the RAB will not be limited to any particular media or statute.

As applied to KAFB, the RAB will serve as part of the community relations plan for both the AF's Installation Restoration Program (IRP) and the Hazardous and Solid Waste Amendments (HSWA) portion of the Part B permit, ID No. NMD9570024423, under the Resource Conservation and Recovery Act (RCRA). The IRP is part of the Defense Environmental Restoration Program (DERP) and is the Department of Defense's response to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) for conducting a comprehensive identification of hazardous waste disposal sites, assessing the nature and magnitude of contamination, and taking corrective actions to protect the public health and

environment consistent with applicable laws. The RAB also serves as the Restoration Advisory Board as defined in the Final Report of the Federal Facilities Environmental Restoration Dialogue Committee, the Keystone Report. As such, the Group assists in relative risk evaluations and program identification and prioritization.

It is recognized that within New Mexico, the NMED has authority from the EPA for the HSWA permits under RCRA and to conduct the present, ongoing compliance portion of RCRA. The EPA will provide review comments and recommendations to NMED on corrective action documents produced by KAFB.

By agreement to the charter of the RAB, representatives do not waive rights to pursue individual or governmental actions under city, county, state, or federal law.

### III. COMPOSITION

Participation is open to any interested party; however, regular membership shall consist of those members of the DOE Site specific Advisory Board [Citizens' Advisory Board (CAB)] who sign this charter, to include ex officio representative from KAFB, the EPA, and NMED, as well as designated representatives from the city, county, and other interested organizations. Technical representatives should also be present if necessary to provide in-depth support on technical discussions. Each regular member or any interested party shall specify an official point of contact for their organization and an address and phone number to which all mailings and inquiries should be directed.

### IV. MEETINGS

Meetings will be held on a monthly basis in the Albuquerque vicinity in conjunction with the CAB's meetings, and it will be the responsibility of KAFB to publicize alternating meetings to the general public. Members should ensure an authorized substitute will attend if they cannot. Minutes of alternating RAB/CAB meetings shall be recorded, reproduced, mailed to members,

and included in the public record of applicable actions, all of which shall be the responsibility of KAFB.

The primary function of the RAB's meetings is to convey to the appropriate decision-making bodies the comments of a cross-section of the parties involved in environmental issues, to include relative risk evaluations, background determinations, and future land use. Comments should include technical as well as policy recommendations. Subcommittees shall be created as needed on an *ad hoc* basis to address specific technical and or policy issues and report their comments back to the RAB. In regards to KAFB, they will be presented to the Environmental Protection Committee (EPC), the local decision-making body, and higher up in the chain of command for those decisions that require approval of higher headquarters. A representative from the KAFB EPC will be a regular attendee at the RAB's meetings. The other representatives from regulatory agencies will present the minutes to their respective authorities.

All members recognize that environmental issues involve a complex set of statutory and regulatory schemes enacted by Congress and state and local governments, in addition to AF instructions, guidance, and policies at many decision-making levels. Since there is no one path to pursue resolution of all environmental actions, each attendee, in the spirit of cooperation, should endeavor to help other attendees understand the appropriate mechanisms for resolution of each environmental issue.

## V. CHAIR RESPONSIBILITIES

The RAB chair will be the same person serving as the CAB chair. The chair will be elected by the members of the CAB/RAB and will serve a term as defined in the CAB charter.

KAFB is responsible for compiling and distributing the Air Force's portion of each agenda, notifying each attendee of the time and place, and distributing information to members in sufficient time to permit technical review and preparation of comments prior to the next meeting. Written comments on any agenda item should also be distributed to members for review prior to

the meeting. A key to the success of the RAB's purpose is to provide timely information so discussion may proceed at an efficient pace to allow coverage of all agenda items in any given meeting. All written materials, including consolidation of raw data, test results, key environmental documents, and other pertinent information, if available and releasable, will be sent by the responsible agencies to all regular members or placed in the information repository and CAB reading room within one week of their availability.

Agenda items for the next meeting may be proposed at the end of each meeting. Additional agenda items and supporting material should arrive at the KAFB recorder's office no later than three weeks prior to the meeting at which they can be presented. Items submitted will be added at the discretion of the chair, the determination being based on sufficient time to allow for review of submitted material and timely comments prior to the next meeting. Comments on agenda items should be sent to each member at least two weeks in advance of the meeting. Each member who submits an agenda item is responsible for sending copies of material to all other members. Each member who wishes to submit comments is responsible for sending copies to all other members. A final draft of the agenda will be sent to each member no later than one week prior to the next meeting. Emergency agenda items may be proposed for discussion after approval of previous meeting minutes.

The agenda will be set by the chair, but the recommended basic agenda format is as follows:

1. Approval of the previous meeting minutes;
2. Old Business: Discussion, comments, additional information or changes, and further recommendations on any previous agenda items;
3. Public Comment
4. New Business:
  - a. Proposed additional agenda items;
  - b. Subcommittee reports, discussion, recommendations;
  - c. Timeline, work plan, resource needs, problems, discussion;
  - d. Key events prior to next quarterly meeting, creation of any new *ad hoc* subcommittee

if necessary, distribution of new material;

e. Summary of comments and or consensus for minutes;

f. Proposed agenda items for next meeting.

#### 5. Public Comment

All comments, both oral and written, will be considered and reflected in the meeting minutes, which will be provided for alternating meetings by the KAFB and distributed to each member. If at all possible, a consensus should be reached concerning each agenda item. If not possible, then each point of view should be reflected in the minutes so any reviewing body has the benefit of all expressed opinions. The draft of the minutes will be distributed as required under the CAB charter prior to the next meeting.

### VI. TERMINATION/MODIFICATION

The RAB shall continue in the above capacity as long as it serves its stated purpose. It shall be disbanded or modified upon a consensus of a quorum of the regular members. Any regular member who wishes to opt out of the RAB may do so upon written notice provided to the chair.

# CHARTER OF THE BERNALILLO COUNTY/KIRTLAND ENVIRONMENTAL WORKING GROUP

## I. NAME

This organization shall be known as the Bernalillo County/Kirtland Environmental Working Group, (Group).

## II. PURPOSE

The purpose of the Group is to facilitate communication and coordination, and provide for review and comment among the Air Force (AF), the United States Environmental Protection Agency (EPA), the State of New Mexico, designated city, county, and federal congressional representatives, and the community concerning environmental issues affecting the Bernalillo County area.

A primary purpose of the Group shall be to address groundwater contamination in the Mountainview community and any of its possible sources. Additionally, this body serves as a coordinating group for the CERCLA investigations related to the Mountainview community. The scope of the Group will not be limited to any particular media or statute.

As applied to KAFB, this committee will serve as part of the community relations plan for both the Air Force's Installation Restoration Program (IRP) and the Hazardous and Solid Waste Amendments (HSWA) portion of the pending Part B permit under the Resource Conservation and Recovery Act (RCRA). The IRP is part of the Defense Environmental Restoration Program (DERP) and is the Air Force response to the Comprehensive Environmental Response, Compensation Liability Act (CERCLA) for conducting a comprehensive identification of

hazardous waste disposal sites, assessing the nature and magnitude of contamination, and taking corrective actions to protect the public health and environment consistent with applicable laws.

It is recognized that within New Mexico, the EPA has authority for the HSWA permits under RCRA, while the New Mexico Environmental Improvement Division (NMEID) has authority from EPA to conduct the present, ongoing compliance portion of RCRA.

By agreement to the charter of the Group representatives do not waive rights to pursue individual or governmental actions under city, county, state, or federal law.

### III. COMPOSITION

Participation is open to any interested party. Regular membership should include a representative from KAFB, EPA, and NMEID, as well as designated representative from the city, county, *and* federal congressional offices, and interested community organizations. Technical representatives should also be present if necessary to provide in-depth support on technical discussions. Each regular member any interested party shall specify an official point of contact for his/her organization and an address and phone number to which all mailings and inquiries should be directed.

### IV. MEETINGS

Meetings will be held on a quarterly basis in the Albuquerque vicinity, and it will be the responsibility of KAFB to publicize each meeting to the general public. Each member will ensure an authorized substitute will attend if he or she cannot. Minutes of the Group shall be included in the public record of applicable actions.

The primary function of the Group's meetings is to convey to the appropriate decision-making bodies the comments of a cross-section of the parties involved in environmental issues. Comments should include technical as well as policy recommendations. Subcommittees shall be

created as needed on an ad hoc basis to address specific technical and or policy issues and report their comments back to the Group. In regards to KAFB, the will be presented to the Environmental Protection Committee (EPC), the local decision-making body, and higher up in the chain of command for those decisions that require approval of higher headquarters. A representative from the KAFB EPC will be a regular attendee at the Group's meetings. The other representatives from regulatory agencies will present the minutes to the respective authorities.

All members recognize that environmental issues involve a complex set of statutory and regulatory schemes enacted by Congress, state and local governments, and Air Force regulations and policies at many decision-making levels. Since there is no one path to pursue resolution of all environmental actions, each attendee, in the spirit of cooperation, should endeavor to help other attendees understand the appropriate mechanisms form resolution of each environmental issue.

## V. CHAIR RESPONSIBILITIES

The Group will have a rotating chair, which at a minimum will include KAFB, NMEID, EPA, and SWOP/MAC. Any other regular member may elect to chair a meeting at their option. A yearly schedule of chairpersons and meetings should be prepared upon acceptance of this charter.

KAFB is responsible for compiling and distributing the agenda, notifying each attendee of the time and place, and distributing information to members in sufficient time to permit technical review and preparation of comments prior to the next meeting. Written comments on any agenda item should also be distributed to members for review prior to the meeting. Key to the success of the Group's purpose is to provide timely information so discussion may proceed at an efficient pace to allow coverage of all agenda items in any given meeting. All written materials, including consolidation of raw data, test results, key environmental documents, and other pertinent information, if available and releasable, will be sent by the responsible agencies to all regular members within one week of their availability.

Agendas will be developed at the end of each meeting. Additional agenda items and supporting material should arrive at the KAFB recorder's office no later than one month prior to the next meeting. Items submitted later will be added at the discretion of the chair, the determination being based on sufficient time to allow for review of submitted material and timely comments prior to the quarterly meeting. Comments on agenda items should be sent to each member at least two weeks in advance of the meeting. Each organization who submits an agenda item is responsible for sending copies of material to all other members. Each organization who wishes to submit comments is responsible for sending copies to all other members. A final draft of the agenda will be sent to each member no later than one week prior to the quarterly meeting. Emergency agenda items may be proposed for discussion after approval of previous meeting minutes.

The basic agenda format will be as follows:

1. Approval of previous meeting minutes;
2. Old Business: Discussion, comments, additional information or changes, and further recommendations on any previous agenda items;
3. New Business:
  - a. Proposed additional agenda items;
  - b. Subcommittee reports, discussion, recommendations;
  - c. Timeline, work plan, resource needs, problems, discussion;
  - d. Key events prior to next quarterly meeting, creation of any new ad hoc subcommittee if necessary, distribution of new material;
  - e. Summary of comments and or consensus for minutes;
  - f. Prepare agenda for next meeting.

All comments, both oral and written, will be considered and reflected in the meeting minutes, which will be prepared by the KAFB recorder, and distributed to each member. If at all possible, a consensus should be reached concerning each agenda item. If not possible, then each point of

view should be reflected in the minutes so any reviewing body has the benefit of all expressed opinions. The KAFB recorder will distribute the draft of the minutes at least three weeks prior to the next quarterly meeting.

## VI. TERMINATION/MODIFICATION

The Group shall continue in the above capacity as long as it serves its stated purpose. It shall be disbanded or modified upon a consensus of the regular members. Any regular member who wishes to opt out of the Group may do so upon written notice provided to the chair of the next regularly scheduled meeting.

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